University Administrative Council Minutes  
Tuesday, November 12, 2019

1. Call to order 8:33

2. Introductions
   - Celeste Martinez new Director of Benefits in HRS

3. Minutes approved as distributed

4. Old Business
   - Naming Committee
     - College of Arts and Sciences: 6 items. Moved by Naming committee, seconded, recommended for approval
     - College of Education: 3 items. Moved by Naming Committee, seconded, recommended for approval.
     - College of Business: 2 items. Donors are great examples of our ability for social mobility for students. Moved by Naming Committee, seconded, recommended for approval.
   - 16.21 No Trespass Directive
     - Campus presidents have option to not allow students back for online campus. This excludes online classes.
       ▪ Moved, seconded, recommended approval.

5. New Business
   - ARP 3.04: Anti-Nepotism and Avoidance of Personal Conflicts of Interest
     - Nobody in supervisory chain can be involved in supervising a relative.
     - This is different from hiring a relative as part of an offer (initial or retention).
     - Concern that “Personal Friendship” needs a better definition.
     - This will return in January
   - RPM 3.80 Prohibition of Hazing and Hostile Misconduct
     - This revises RPM 3.80 to be consistent with the ARP. Authorizes NMSU to develop an ARP about this.
       ▪ Moved, seconded, passed to recommend approval.

6. University-Wide information
   - Shelter and Food Insecurity, Meg Long
     - Meg helps students access food stamps, etc.
     - We have students who live in their cars and who rely on others for their food.
     - At this point, we have no solution for homelessness
       ▪ Often related to illness, domestic disputes, or sexual orientation
       ▪ Homeless students are often employed, even >1 job.
       ▪ Estimate: 100-150 homeless students. There are probably others we do not know about.
     - Emergency Housing Fund — There is now a Foundation account
       ▪ There is interest in extending this to community college campuses
     - Can colleges be made aware when they have a student who is homeless?
       ▪ Communication needs to be 2-way. Students don’t necessarily want to tell their story repeatedly.
   - Human Resource Services
     - FLSA
       ▪ Session today to talk about changes to FLSA
       ▪ Salary is only one criteria for exempt and non-exempt.
Moving people to exempt is not a solution because there are three criteria for non-exempt.
- Positions currently being filled that will change can be filled as non-exempt.
- Abbey Denham and Gena Jones will consult with people who have questions.
  - **E-Verify**
    - March 2 implementation
    - I-9: problem is about \(\frac{2}{3}\) late paperwork processing and about \(\frac{1}{3}\) errors.
    - We will have more discussion on consequences for problems with I-9s.
  - **Evaluation system**
    - Short evaluation period.

- **Sustainability Policy and Oversight Council**
  - Formalize committee and develop a budget.

- **Fire Safety**
  - Not every hero wears a cape. Plan and practice your escape.

7. **Updates**
- Employee Council: Picnic was great
- Legislative Update
  - LFC recommendation — 5% new and 3% comp with 90% funded.